



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
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ATSG-CG

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MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #16 – Internet Use

1. The internet provides SSI personnel with a rapidly expanding technology that holds great promise for the future. While the Army and other defense and government agencies have taken initial steps to harness this technology, its vast potential has yet to be fully developed.
2. Army-provided access to the internet is for official use and authorized purposes (with appropriate permission) only. Authorized purposes are activities which, although not official business, benefit the government. Authorized purposes can be reasonable personal communications made from the workplace, to include communications by E-mail and brief internet searches, and professional development, provided such use:
 - a. Causes no adverse impact on the employee's official duties
 - b. Is of reasonable duration and during personal time (e.g., before or after the workday, break periods or lunch)
 - c. Serves a legitimate public interest (e.g., enhancing employee proficiency in use of the system, or enhancing professional skills)
 - d. Causes no adverse reflection on the Department of Defense

Supervisors may grant permission to use computers for authorized purposes as outlined above. When permitted, such use will not detract from primary duties and mission accomplishment. You may not use your computer for anything other than official business without specific permission from your supervisor.

3. Individual use of the internet may be monitored. Inappropriate/unacceptable use of network services can, and may, result in disciplinary action, to include adverse administrative actions or judicial measures being taken against users of such services.

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4. The following activities are examples of activities that are NOT acceptable uses of government network services. This list is not all inclusive.

- a. Advertise or solicit for sale personal property or services.
- b. Announce or endorse private enterprise fund raising or participate in any activity for the purpose of personal gain.
- c. Engage in unethical activity (i.e. spam, profanity, sexual content, gaming, etc.).
- d. Engage in any form of pornography via email, the Internet or file sharing services.
- e. Engage in any unlawful activity.
- f. Use email accounts to distribute chain letters, computer hoaxes or any form of unofficial mass mailing.
- g. Engage in any activity that uses excessive bandwidth, including but not limited to, data streaming services such as stock market services, weather updates, webshots (live pictures), internet radio and TV broadcasts, and on-line games.

5. The proponent for periodic review of this policy is the SSI Information Technology Office.

6. READINESS STARTS HERE!



GINA S. FARRISEE
Brigadier General, USA
Commanding